



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EDUCATIONAL FINANCIAL ANALYST

Job Number: 20001099

Job Code: 53370V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 11/16/1986

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides consultative services and analysis of the financial operations of local school districts and vocational/technical schools; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in school administration, statistical analysis, accounting, auditing, planning or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in school administration, planning, public administration, business administration, accounting, economics, statistics or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in the field of school finance will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Consults with and assists local school districts and vocational/technical school administrators on budgets, salary schedules, annual financial reports and other accounting and bookkeeping functions. Analyzes local school districts and vocational technical financial reports and provides technical assistance. Calculates financial information based on treasury bonds and certificates of deposit for local school districts. Monitors bonds and other financial instruments. Reviews monthly and quarterly financial reports. Ensures that necessary financial forms are available for local school districts and recommends form revisions. Provides research and statistical information as requested relating to all financial matters. Obtains and then provides financial statistical information to public and private educational organizations. Keeps abreast of changes in financial reporting requirements, administrative regulations and state and federal laws relating to school finance.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.